

WILLMAR CITY COUNCIL PROCEEDINGS
COUNCIL CHAMBERS
WILLMAR MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

April 21, 1999
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Lester Heitke. Members present on a roll call were Mayor Heitke, Council Members Verna Kelly, Denis Anderson, Ron Christianson, Bruce DeBlieck, Douglas Reese, Nancy Houlahan, and Jim Dokken; Present 8, Absent 1 - Rick Fagerlie was excused from the meeting.

Also present were City Administrator Michael Schmit, City Attorney Richard Ronning, Park and Leisure Services Director Dale Johnson, Public Safety Director Dan Strootman, Public Works Director Mel Odens, Finance Director Steven Okins, Planning and Development Services Director Bruce Peterson, and City Clerk Kevin Halliday.

Additions to the Agenda included the following: Rice Hospital Minutes of April 14, 1999, to the Consent Agenda; Library contract amendment; Community Image Program; rescheduling second Council meeting in June; and Mayor's Prayer Breakfast.

Council Member Kelly requested the Rice Hospital Minutes of April 14, 1999, be removed from the Consent Agenda.

Council Member Reese offered a motion adopting the Consent Agenda which included the following: City Council Minutes of April 7, Municipal Utilities Commission Minutes of April 12, Building Inspection Report for March, Airport Commission Minutes of April 6, Park and Leisure Services Board Minutes of April 6, Aquatic Facility Committee Minutes of April 6, Senior Center Council Minutes of April 7, and Planning Commission Minutes of April 14, 1999; Mayor Appointments of Odalis Francis to the Human Rights Commission and June Benson to the Cable Advisory Committee. Council Member Christianson seconded the motion, which carried.

The Mayor and Council discussed Item No. 1 under the Action Items of the Rice Hospital Board Minutes regarding the Laundry and Linen Services outsourcing. Hospital C.E.O. Lawrence Massa presented outsourcing projections of Linen Services Department operations noting a potential cost savings of \$67,000 of which \$32,800 would be from additional revenue of leasing laundry equipment to the vendor. In order to outsource the service, it would require laying off nine laundry service employees. Jim Moore, Union Representative of AFSCME Local 3296, appeared before the Council voicing concerns on behalf of the laundry service employees, that the timeline for a union counterproposal was too soon and Rice Hospital Board action accepting the outsourcing option without receiving a Union proposal to study was unfair. He was requesting the Council to veto the action pending review of the Union proposal. Mr. Massa assured the Council that the Rice Hospital Board would give serious consideration to the Union's counterproposal.

The Rice Hospital Board Minutes of April 14, 1999, were approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Kelly, seconded by Council Member Houlahan, and carried.

Mayor Heitke read a Proclamation proclaiming the month of May, 1999, as Arbor Month and urged all citizens to recognize and take cognizance of this event.

At 7:45 p.m. Mayor Heitke opened the hearing on an Ordinance Amending Ordinance No 1060 to Rezone Certain Property. Planning and Development Services Director Peterson informed the Mayor and Council that Lincoln Clements requested the "Public Market" property on Southwest 9th Street be rezoned from R-3 Low Density Multi-family Residential to LB-Limited Business for the purpose of additional office and service/retail occupancy. The Planning Commission has

heard the matter and approved the rezoning conditioned on the adoption of the requisite ordinance. There being no one present to speak for or against the Ordinance, Mayor Heitke closed the hearing at 7:46 p.m.

Council Member Reese offered a motion to adopt, assign a number, and order the final publication of an Ordinance Amending Ordinance No 1060 to Rezone Certain Property. Council Member Kelly seconded the motion, which carried.

The Aquatic Center Task Force report was presented to the Mayor and Council. Parks and Leisure Services Director Johnson began with a historical overview and an explanation of the October 1998 Task Force scope and goals. Gary McDowell, Chair of the Task Force, reviewed the general features of a proposed aquatic center which included an outdoor, zero depth entry facility with picnic areas, water play equipment, slides and diving equipment, competitive swimming areas, shaded-end sand play area, and concessions. Mr. McDowell stated the Task Force divided into three subgroups: 1) Design Committee, 2) Site Selection Committee, and 3) Finance Committee. Larry Laingen, Design Committee Chair, presented the design options recommended by the Task Force, which would offer a user friendly, unique aquatic center. Julie Asmus, Site Committee Chair, presented an analysis of the 16 sites reviewed for size, topography, pedestrian access, bike paths, vehicular traffic, neighborhood impact, and future expansion.

The recommended site was a Roosevelt School location at the intersection of 22nd Street Southwest and 15th Avenue Southwest owned by the School District. Russ Bennett, Finance Committee Chair, reported on recommended financing avenues such as government general obligation bonds, some private funding, and a private/public funding partnership. An operating budget draft was presented estimating \$161,250 in revenues and \$160,207 in expenses per year.

The Task Force was recommending to the Council the following action to be taken: 1) the Aquatic Center Task Force remain in tact and develop with the help of professional aquatic center design engineers a final proposal for the construction of an aquatic center in Willmar. 2) An RFP be issued to hire a design engineer to develop a final proposal, based on the preliminary design and supporting information provided by the Willmar Aquatic Center Task Force. 3) Negotiations begin immediately with the Willmar Public School Board to secure the land near Roosevelt School for the purpose of building the Aquatic Center on the recommended location. 4) The Willmar City Council give preliminary approval for a bond referendum in the fall of 1999 and provide a maximum dollar amount to the Aquatic Center Task Force that would be bonded, for construction purposes of an Aquatic Center. 5) The Task Force be instructed to return to the City Council in July of 1999 for final approval of the project.

Following the presentation, Council Member Kelly moved to refer the proposal to the Finance, Community Development and Public Works/Safety Committee for further consideration. Council Member Houlahan seconded the motion, which carried.

Mayor Heitke called for a recess at 8:38 p.m. and reconvened the meeting at 8:48 p.m.

The Finance Committee Report of April 12, 1999, was presented to the Mayor and Council by Council Member Kelly. There were six items for Council consideration.

Item No. 1 Jean Spaulding and Ken Warner, representing the Convention and Visitors Bureau and the Willmar Area Chamber of Commerce, briefly explained a program proposed to enhance the image of Willmar and the surrounding area. The program as proposed would be a \$450,000, three-year program targeted for areas throughout the State.

The request to the City was for a three-year commitment of \$10,000 annually. Staff recommended to the Committee that a possible funding source for the first year would be the unspent 1998 Civic Promotion budget and that the remaining two years should be considered with the 2000 and 2001 budgets. The Committee to recommend the Council pass a resolution appropriating \$10,000 from the unspent 1998 funds for the Image and Marketing Program and direct that years two and three be included in the respective operating budgets.

Jean Spaulding, Convention and Visitors Bureau, appeared before the Mayor and Council to provide an overview of the proposed marketing campaign, highlighted by the need to address the positive side of Willmar. Ken Warner, Chamber of Commerce, presented the budget request of \$150,000 a year for three years, which would be needed to make an impact locally, regionally and statewide. The money would come from government and private sources.

Following discussion, Resolution No. 1 was introduced by Council Member Kelly, seconded by Council Member Anderson, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to make the following changes within the Non-departmental account of the General Fund:

Increase:	Appropriations - Civic Promotions	\$10,000.00
Decrease:	Undesignated Fund Balance	\$10,000.00

Dated this 21st day of April, 1999.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 2 Hospital C.E.O. Lawrence Massa updated the Committee on two issues being discussed at Rice Hospital. The first being potential cost savings associated with "outsourcing" the Hospitals laundry and linen services.

The second issue was the discussion the Hospital had been having with the Swift County-Benson Hospital in regard to the possibility of a management contract to provide management and administrative services. This matter was for information only and would be addressed at future Hospital Board meetings.

Item No. 3 The Committee reviewed the proposal from the Community Development Committee to fund an early land acquisition for the future airport project. It was staff's recommendation that this purchase be funded as the previous one with Industrial Development Funds until an agreement with the State can be obtained. The Committee was recommending to the Council that a resolution be passed funding up to \$150,000 out of the Industrial Development Fund for the early acquisition of land for the future airport.

Resolution No. 2 was introduced by Council Member Kelly, seconded by Council Member DeBlieck, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to make the following changes within the Industrial Development Fund:

Increase:	Appropriations	
	Transfer Out - C. P. Airport	\$150,000.00
Increase:	Due from C. P. Airport	\$150,000.00

Dated this 21st day of April, 1999.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 The Committee reviewed recommended changes in the Travel Expense section of the City's Personnel Policy. The changes that were being proposed would increase the maximum allowance for meals from \$5.00 for breakfast to \$7.00, \$8.00 for lunch to \$9.00, \$13.00 for dinner to \$14.00, and would require receipts for all reimbursements. The Committee was recommending to the Council approval of the recommended changes. Council Member Kelly moved to approve the recommendation of the Finance Committee with Council Member Houlahan seconding the motion, which carried.

Item No. 5 The Committee reviewed the March Rice Trust Report. This matter was for information only.

Item No. 6 The Committee listed the following items for future agendas: intergovernmental transfer with the Municipal Utilities Commission, Blue Line Club Building, and 1999 bonds. This matter was for information only.

The Finance Committee Report of April 12, 1999, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Kelly, seconded by Council Member Christianson, and carried.

The Public Works/Safety Committee Report for April 13, 1999, was presented to the Mayor and City Clerk by Council Member Reese. There were two items for Council consideration.

Item No. 1 Individuals representing Kandiyohi County and other affected parties were present, and City staff informed the group on the status of the Grass Lake Project funding. It was noted that no money is available from the State level this year. There is a possibility of funding the remaining balance of \$4.5 million on a 50/50 ratio in the following legislative session. In order to pursue State funding, the City and County need to commit to their share of the \$2.25 million balance.

The project is at a point where a funding decision needs to be made in order to pursue extensions of previous funding commitments, and provide Senator Johnson and Representative Juhnke with a formal commitment to take to the legislature for funding.

The viewers' report, which includes the determination of benefits, was discussed. It was staff's opinion the report was faulty in several areas. The report shows benefit to the City for land that is not in the City limits at this time. County representatives felt the report was conclusive and concurred with its findings of the City's share being 86 percent and County 14 percent.

Area landowners, Harvey and Virgil Hawkinson and Allen Sjoborg spoke of the uncertainties of the project on wildlife and other aspects of how their properties may be affected.

After a lengthy discussion, the City suggested sharing in a 50/50 split with the County for the proposed remaining balance of \$2.25 million. County officials were not receptive to this offer. The Committee was recommending to the Council to refer back to staff to negotiate cost sharing with the County and have the Public Works Director look into water quantity and quality issues. Council Member Reese moved to approve the recommendation of the Public Works/Safety Committee with Council Member Kelly seconding the motion, which carried.

Item No. 2 The Committee considered a proposed ordinance referred from the April 7, 1999, public hearing. The ordinance sought to formalize the current practice of appointing rather than electing the 1st and 2nd Assistant Fire Chiefs. Following discussion, the Committee was recommending to the Council to reintroduce the proposed ordinance for hearing. Council Member Reese offered a motion to introduce the Ordinance Amending Municipal Code Section 6-59 Concerning

Officers of the Willmar Fire Department and schedule a hearing for May 5, 1999. Council Member Kelly seconding the motion, which carried.

The Public Works/Safety Committee Report for April 13, 1999, was approved as presented with Council Member Christianson seconding the motion, which carried.

The Labor Relations Committee Report for April 14, 1999, was presented to the Mayor and Council by Council Member Christianson. There was one item for Council consideration.

Item No. 1 City Administrator Schmit introduced Jim Brimeyer, President of the Brimeyer Group Inc., an executive search firm. Mr. Brimeyer had been invited to visit with the Committee regarding the use of an executive search firm to fill the soon to be vacated Public Safety Director position. Mr. Brimeyer provided Committee Members with information detailing his background and the Company's step-by-step approach to the recruitment and selection process.

The Committee also discussed related Public Safety organizational issues recognizing the announced resignation of Fire Marshal Merle Berkeland. City Administrator Schmit informed the Committee that Public Safety Director Strootman has been asked to complete a detailed analysis and develop recommendations for Council consideration regarding the future organizational structure of the Public Safety Department. The Committee briefly discussed a number of concepts and agreed to meet on April 28, 1999, to review Director Strootman's report, consider specific actions regarding organizational issues, and the use of an executive search firm. This matter was for information only.

The Labor Relations Committee Report of April 14, 1999, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Houlahan, and carried.

The Mayor and Council considered a preliminary plat of Morningside Estates Second Addition, a 10-lot replat of Morningside First Addition. Planning and Development Services Director Peterson informed the Mayor and Council that the plat is intended to accommodate an amended PUD, which substitutes 10 single-family homes for five 3-unit residential buildings. It was noted the Planning Commission approved the plat subject to conditions related to easements, reapportionment of special assessments, entry-level evaluations and utility Services. Council Member Kelly moved to approve the preliminary plat of Morningside Estates Second Addition with Council Member Christianson seconding the motion, which carried.

City Administrator Schmit informed the Mayor and Council that Minnesota Statutes requires the Council to determine by resolution the amount of the total expense the City will pay and the amount to be assessed for Projects No. 9901 and 9902. Following discussion, Resolution No. 3 was introduced by Council Member Reese, seconded by Council Member Kelly, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 3

DECLARING COST TO BE ASSESSED AND
ORDERING PREPARATION OF ASSESSMENT ROLL
IN CONNECTION WITH PROJECT NO. 9901 AND 9902 -
STREET AND OTHER IMPROVEMENTS OF 1999

WHEREAS, contracts have been let for the construction of Street and Other Improvements of 1999 in the City, to-wit: City Project No. 9901 and 9902; and

WHEREAS, the total cost of said street and other improvements of 1999 is \$1,514,539.44.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, as follows:

1. The City Council hereby determines that the City shall pay \$742,638.91 of said cost, exclusive of the amount it may pay as a property owner, and the sum of \$771,900.53 shall be assessed against benefited property owners based upon benefits received without regard to cash valuation.

2. The Clerk-Treasurer, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land without regard to cash valuation as provided by law, and he shall file a copy of such assessment in his office for public inspection.

3. The Clerk-Treasurer shall, upon the completion of such assessment, notify the City Council thereof.

Dated this 21st day of April, 1999.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Mayor and Council discussed the June 15 - 18, 1999, League of Minnesota Cities Conference. Council Member Kelly moved to reschedule the June 16, City Council meeting to June 23, 1999. Council Member Christianson seconded the motion, which carried.

The Mayor and Council were informed by staff that the furniture bid for the Library Project was bid in error and the \$77,000 bid should have been \$106,122. If the bid was rejected, there would be a 45 to 60 day delay. Acknowledging that there may be room to negotiate, the Council considered the resolution for a contract amount of \$106,122 but directed staff to negotiate a better price prior to signing an agreement. Resolution No. 4 was introduced by Council Member Kelly, seconded by Council Member Christianson, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 0, Abstention 1 - Council Member Houlahan.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the bid of Embury, Inc. of DeForest, Wisconsin for Willmar Public Library carrels, chairs, and tables accepted by City Council Resolution No. 9, dated April 7, 1999 should be in the amount of \$106,122.00. Be it further resolved that the Mayor and City Administrator be authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amended amount of \$106,122.00.

Dated this 21st day of April, 1999.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Mayor Heitke announced that the 1999 Mayor's Prayer Breakfast will be held on May 5, 1999, with Ben Strong from Kentucky as the guest speaker.

At this time Finance Director Okins presented to the Mayor and Council the 1999 Finance Departmental Annual Report.

Announcements for Council Committee meeting dates were as follows: Finance, April 26; Labor Relations, April 28; Board of Review, May 3; Airport Committee, May 4; and Cable Advisory Board, May 4, 1999.

There being no further business to come before the Council, the meeting adjourned at 9:50 p.m. upon motion by Council Member Christianson, seconded by Council Member Reese, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL